

| Office of State Uniform Payroll | |
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| Procedure Title: Request a Duplicate Form W-2 | Revision Date: |
| | Issue Date: 11/16/2015 |
| Unit: Wage and Tax Administration | Page Number: 1 of 2 |
| Contact: _DOA-OSUP-WTA@la.gov | |

The Office of State Uniform Payroll (OSUP) is responsible for the annual preparation and issuance of Forms W-2 for all LaGov HCM paid agencies.

Duplicate copies of prior year Forms W-2 can be obtained through Louisiana Employees Online (LEO) or by submitting an OSUP Request for Duplicate Form W-2 ([OSUP/F037](#)). The form can be obtained via the [OSUP Forms](#) page on [OSUP's website](#). The completed duplicate request should be faxed to OSUP's Wage and Tax Unit at **(225) 342-1650**.

Beginning February 1st of each year, duplicate Forms W-2 for the previous tax calendar year will be available to employees through LEO. OSUP advises agencies in January via an OSUP memo when duplicate requests will be accepted for the previous tax calendar year. Once printed, the reissued forms will be mailed directly to the employee. Agencies will not be notified when duplicates are mailed. Agencies should keep a copy of the Request for Duplicate form in the employee's personnel file.

Active Employees

Active employees are encouraged to use LEO to obtain duplicate Form W-2; however, active employees can use either method stated above. A [LEO MyInfo Quick Reference Card](#) is available with instructions on how to print and/or view a duplicate Form W-2 in LEO. If an error message is received in LEO, the employee should contact their HR/EA office to obtain duplicate copy of Form W-2 by submitting [OSUP/F037](#).

Inactive Employees

Security access to LEO expires 30 days after separation. Contact HR/EA office to obtain a duplicate copy of Form W-2 by submitting [OSUP/F037](#).

Form Instructions

Request for Duplicate forms must be completed by both the employee (top portion) and the Employee Administrator (bottom portion) before submission to OSUP. Multiple years may be submitted on one form. The agency HR/EA office should verify that the address on the form matches the address in LaGov HCM. The system should be updated for active and inactive employees. The mailing address (subtype 5) on IT0006 Address is used to mail Form W-2. The permanent address (subtype 1) is used if no mailing address exists. Make a note on the bottom of the form with any special instructions (i.e. requests for W-2 to be faxed). OSUP is unable to e-mail duplicate Forms W-2.

Agencies should verify that the employee received wages in the year the employee is requesting a duplicate W-2. If the employee is retired, the employee would have received a 1099-R from the

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retirement system they are receiving a benefit. Contact the retirement system for their procedure to request a duplicate 1099-R. [OSUP/F037](#) can also be used to request a duplicate copy of Form W-2c and Form 1099-MISC issued by OSUP. OSUP issues Form 1099-MISC for wages paid on behalf of deceased employees, back pay awarded under a statute, and related attorney fees and Form 1099-INT for interest paid to employees.